SITTING YOUR CIC EXAMINATION(S)

A CIC Diploma will not be awarded to a CIC Member unless that Member has attempted and passed a CIC Examination. CIC insists that all its Examination(s) must be sat under ‘approved invigilation’; which term means ‘under the supervision’ of an appointed ‘Invigilator’ (who - in different countries - might be called a ‘Supervisor’ or ‘Mentor’ or ‘Proctor’) and under ‘true Examination conditions’.

You need to secure IN ADVANCE the assistance of a responsible person - whom we shall call your ‘Invigilator’ - to carefully supervise you during the time you are attempting the Assigned Work for your CIC Examination(s). If the Invigilator you designate is acceptable to the College, he or she will be appointed by the College to ensure that you attempt the Assigned Work under ‘true Examination conditions’.

To register your proposed Invigilator in good time, you need the ‘Agreement to Invigilate’ Form on page 4 of this pamphlet to be completed, showing FULL and CLEARLY the following particulars of the proposed Invigilator:

(1) his or her full name and full postal address
(2) his or her signature
(3) the official stamp or seal of his or her employing organization (to be affixed to the Form)

Make sure also that your Membership Number, YOUR full name and YOUR full postal address are correctly stated in the “Member’s Particulars” section on page 4, and affix a passport-size colour photograph of yourself.

You should then airmail the completed Form to the College under registered cover, or fax or scan and email it to the College. Each Examination Booklet (in a sealed envelope) containing your Assigned Work, together with “Guidance for the Invigilator” information will be airmailed DIRECT from the College to your Invigilator by registered post. It is YOUR responsibility to ensure that the ‘Agreement to Invigilate’ Form is returned to the College, at least two months before you want to sit the Examination(s), and at least two months before the ‘Expiration Date’ of your Study Period; that date is stated on your “Confirmation of Membership” document, and also on your Personal Record on website www.cambridgeinternationalcollege.co.uk

ACCEPTABLE INVIGILATORS: The following categories of person might be accepted by the College as being “qualified” to Invigilate your Examination(s). Not all categories will necessarily be available in your country, or in the area of it in which you live; if in doubt, ask the College for advice:-

- Executives at CIC Affiliated Organizations.
- Officials of the Examinations Section of your national Department or Ministry of Education in your area.
- Officials of your national Examinations Board, Council or Syndicate.
- An official of the British Council (many offices have an “Examinations Officer”).
- Senior officials of an Embassy, High Commission, Consulate or diplomatic or United Nations mission.
- Principals or Vice/Deputy Principals of schools, colleges or universities recognised by CIC.
- Senior civil servants or senior officers of the police force or the armed forces.
- Qualified professionals, e.g. lawyers, accountants, doctors; senior clergy of recognised religious orders.

NOTES:
1. Do not arrange the Examination Date(s) too early; wait until you have completed the thorough study of the Study & Training Material before arranging the Examination Date with your Invigilator. An additional charge will be made to you by the College for new Assigned Work, postage, etc, should you change Invigilators.
2. Any invigilation or Examination charge must be paid by you; it is not included in the Study & Training Fee.
3. Even if you have enrolled for two or more Programs under your current Membership, only one completed “Agreement to Invigilate” form is required by the College; all Examination Booklets will be sent to the same Invigilator.
4. Do NOT send faxes or emails asking whether the completed “Agreement to Invigilate” Form has reached the College. Check your Personal Record on website www.cambridgeinternationalcollege.co.uk to learn the date on which your Examination Booklet(s) is despatched to your Invigilator and the registration number.
5. The Examination Booklet(s) will be despatched under registered cover for safety DIRECTLY to your Invigilator, who will be informed of the despatch date and registration number by separate post. Please ensure that your Invigilator KNOWS to expect the registered packet containing the Examination Booklet(s) and does collect the packet from the post office. The College will NOT be responsible should your Invigilator fail to collect the registered packet, and you will have to pay for the preparation and despatch of a new Examination Booklet(s).
RULES AND REGULATIONS GOVERNING
THE INVIGILATION OF CIC EXAMINATION(S)

YOU MAY SIT THE EXAMINATION(S) ONLY IF YOU AGREE TO ABIDE
BY ALL THE COLLEGE’S EXAMINATION RULES & REGULATIONS

◆ When you have completed the thorough study of the College’s Study & Training Materials supplied to you for a Program, arrange with your appointed Invigilator a place, date and time for you to “sit” your Examination(s). CIC Career Progress Diploma Examinations require a period of two hours without any interruptions.

◆ You must NOT take into the “Examination room” the College’s Study & Training Materials or any other written or printed notes or other publications, or any form of recording device. Unless otherwise stated attempts at Assigned Work must be handwritten.

◆ You should be seated at the desk/table provided by the Invigilator at least five minutes before the agreed starting time. When you are ready, the Invigilator will open a sealed envelope and place an Examination Booklet front page upwards on the desk/table in front of you. This page includes a section for your full name, address and Membership Number; write or check those details carefully, and mark fully and clearly any changes needed. There will also be instructions regarding the Assigned Work to be attempted for the Examination - which you must read carefully, and follow exactly. The Examination Period - the length of time you will have in which to complete the Assigned Work - is two hours.

◆ Inform the Invigilator when you have completed the foregoing, and at the agreed starting time the Invigilator will tell you to turn the page to the actual Assigned Work (Questions and/or Exercises). The two-hours Examination Period allowed commences immediately you have done that. You may NOT have longer than the stated two-hours Examination Period.

◆ During the time you are attempting the Assigned Work, you are NOT permitted to refer to the College’s Study & Training Materials or to any written or printed notes or other publications - except for an English-English dictionary, if necessary. Should you ignore this very strict rule, the Invigilator has the College’s authority to terminate your Examination.

◆ Answers to all Questions and Exercises must be handwritten; typed or word processed Work will NOT be accepted (unless agreed in advance, for example, if the Member has special needs.)

◆ A few blank sheets of writing paper may be available, in case those supplied by the College in the Examination Booklet are insufficient. ALL sheets supplied (by the College or the Invigilator) must be sent to the College.

◆ At the end of the designated two-hours Examination Period the Invigilator will instruct you to stop writing - which you must do AT ONCE - and the entire Examination Booklet (now containing your written attempts at the Assigned Work) must be collected from you.

◆ Under NO circumstances may you handle the Examination Booklet after the conclusion of the two-hours Examination Period. The entire Examination Booklet, and any other sheets you used, and a completed and signed and stamped ‘Invigilation Certificate’ (provided with the Examination booklet) must be sent by your Invigilator - by REGISTERED AIRMAIL POST (at your expense) - to:-

The Examinations Director,
Cambridge International College,
College House, Leoville,
Jersey JE3 2DB, Britain.

Note: The College CANNOT accept Examination Work by fax or email

YOUR DIPLOMA BY REGISTERED POST

We strongly RECOMMEND that you arrange for your Diploma to be sent to you under registered/recoded post for safety; to do that you MUST have sent the sum of GBP10 (payment must be in British Pounds - GBP) to the College before you sat the Examination, or have given that sum to your Invigilator to enclose with the Examination Booklet to be sent to the College in Britain. The College will not accept liability should your Diploma fail to reach you if you did not pay for it to be sent to you by registered/recoded post.
**AGREEMENT TO INVIGILATE ASSIGNED WORK FOR EXAMINATION(S)**

I certify that I agree to invigilate in due course the Examination(s) of the CIC Member whose name and address appear below. A mutually convenient date will in due course be arranged between the Member and me; I note that the Member will need **at least two uninterrupted hours (and three hours for some Examinations)** in which to attempt the Assigned Work for each Examination. I will be able to provide a suitably quiet room, with a writing desk or table and chair. Invigilation will take place under **true Examination conditions**, in strict accordance with Instructions to be supplied by the College. I understand that the Examination Documentation will be sent **DIRECTLY to me from the College under registered cover** (with a separate notification from the College that the packet has been despatched to me) and that I might be required to **collect and sign for** the registered item from my local post office. Inside the packet will be the Examination Booklet(s) - each in a sealed and unopened envelope - which I shall keep **securely** until the Examination time. I note that the College does not pay an Invigilation Fee.

Please complete ALL parts and requirements:

Signed:__________________________ Date:__________________________

Position in Organization /Designation:______________________________

**FULL NAME:** ____________________________________________________
(capital letters please)

Qualifications:__________________________________________________________________________

**FULL POSTAL ADDRESS:** _________________________________________________________________
(capital letters please)

______________________________________________________________________________________
_____________________________________________________________________________________

**PARTICULARS OF THE MEMBER:**

**MEMBERSHIP NUMBER**____________________

**FULL NAME** __________________________________________________

**FULL POSTAL ADDRESS** ____________________________________________

**STUDYING COURSES/PROGRAMS ON** ________________________________________________

**PHOTO ID - MEMBER TO ATTACH TWO PASSPORT-SIZE COLOUR PHOTOGRAPHS HERE**

**PLEASE SEND THIS COMPLETED FORM TO:**

THE EXAMINATIONS DIRECTOR,
CAMBRIDGE INTERNATIONAL COLLEGE,
College House, Leoville,
Jersey JE3 2DB, Britain.

**CIC CANNOT ACCEPT AN ‘AGREEMENT TO INVIGILATE’ FORM NOT BEARING THE OFFICIAL STAMP OR SEAL OF THE ORGANIZATION BY WHICH THE PROPOSED INVIGILATOR IS EMPLOYED OR MANAGES**
CAMBRIDGE INTERNATIONAL COLLEGE
conducts a wide range of fields and levels of Training from Britain, including:

* **International Certificate Courses and Diploma Programs**
  - Accounting & Finance in Business & Management
  - Administrative/Personal Assistant/Secretarial Duties
  - Advanced Study of Theory & Practice of Management/Administration
  - Advertising & Public Relations
  - Bookkeeping & Accounts: Proficient Business Bookkeeping (beginners)
  - Bookkeeping & Accounts: Business Bookkeeping & Accounts (advanced)
  - Business Economics & Commerce
  - Business English & Letter Writing
  - Business Management & Administration
  - Business Start-Up & Development
  - Communication in Business & Management
  - Computers & IT in Business & Management
  - Cost Accounting
  - Effective Management of People
  - Employee Development
  - English Language: Secondary English (for Examinations)
  - English Language: Professional English (for Everyday & Business Use)
  - Financial Management
  - Global Marketing Management
  - Hotel Operations & Management
  - Human Resource/Personnel Management
  - Insurance Principles & Practice
  - International Business & Trade
  - Leadership & Team Management
  - Logistics, Supply Chain and Transport Management
  - Modern Management & Administration
  - Office Management & Administration
  - Organisational Behaviour
  - Project Management
  - Purchasing & Resourcing Management
  - Sales Management & Marketing
  - Stores Management & Stock (Inventory) Control
  - Tourism & Travel Agency Management

* **Honours Diploma Programmes, Advanced and Higher Diploma Programmes:**
  - Management & Administration
  - Business Accounting & Finance
  - Business Administration
  - Business Development
  - Sales & Marketing Administration
  - Hospitality Management
  - Administrative Management
  - Executive Assistance
  - Human Resource Administration
  - Materials Management

* **Mastery of Management Programmes:**
  - Corporate Strategy & Planning
  - Organisational Understanding & Development
  - Business Finance & Investment
  - Financial Strategy & Decisions
  - Marketing Strategy
  - Management of Human Resources
  - Organisation Design & Behaviour
  - International Marketing
  - Managerial Economics
  - Management & Leadership

* **Baccalaureate Programmes on:**
  - Business Administration (BBA)
  - English & Administration (BA Eng)
  - Human Resource Administration (BHA)
  - Materials & Logistics Administration (BLA)
  - Commerce & Administration (BCom)
  - Financial Administration (BFA)
  - Marketing Administration (BMA)
  - Project Administration (BLA)

* **Advanced Mastery of Business Administration (MBA) Programme**

Send for a FREE copy of our printed or electronic Prospectus/Information Book from:

CAMBRIDGE INTERNATIONAL COLLEGE
College House, Leoville, Jersey JE3 2DB, BRITAIN.
Telephone: UK + 44 (0)1534 485485    Fax: UK + 44 (0)1534 485071
E-mail: info@cambridgetraining.com
or visit our Website: www.cambridgecollege.co.uk